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19 June 1978

MEMORANDUM FOR: [REDACTED]  
Chairman, "E" Career Service Secretarial Panel

SUBJECT: Possible Plans for a Secretarial IC Career Service or Full Integration with the "E" Career Service

REFERENCE: Pros and Cons paper circulated to ICS secretaries  
15 June 1978

1. I believe the secretaries on the staff would benefit from a follow-on meeting to the one held on Friday, 16 June.

2. Understandably, at Friday's meeting a good deal of time was spent presenting and discussing the proposed policy and procedures for the "E" Career Service Secretarial Panel. However, by no means was there adequate discussion of the possible policies and procedures (and their subsequent impact) of a new IC Career Service. Therefore, I suggest another meeting be held at which time a point-by-point presentation be made using the reference document as a base. Some specific answers and clarification to the following random questions would be useful in aiding each secretary make a confident decision in the event a choice between career services is necessary:

a. What exactly is meant by IC Career Service "permanent cadre?" Will secretaries opting for IC Career Service status be required to resign their CIA employment? If so, will their government employment fall under the purview of the Civil Service Commission? Will IC Career Service secretaries automatically be promoted to the grade of their billets as is standard CSC policy. Will they only be eligible for the CSC retirement plan? Will they receive a CSC rating, thereby facilitating their employment elsewhere in government? (It seems that if the IC Career Service were to fall under the general umbrella of CIA (rather than CSC), secretaries with that status would be "second-class" CIA employees.)

b. With IC Career Service designation there will be no guaranteed reemployment with CIA. However, should an IC Career Service secretary desire to seek reemployment with CIA, how does she go about it? Will it be necessary to go through the agency EOD'ing process? Would placement within the Agency be at the discretion of Clerical Staffing?

c. Will there be recruitment from private industry for ICS positions? Will those secretaries' employment be under the purview of the CSC? Would they be designated IC Career Service?

d. Will there also be recruitment for ICS positions from CIA? If so, will those secretaries retain their parent career service designation? Would their tenure on the staff be considered a rotational tour? Would certain secretarial billets on the staff be flagged as rotational tour assignments? Would an attempt be made to fill vacant billets from CIA before going to the private sector?

e. Would the new IC Career Service anticipate establishing a secretarial panel along the lines of the one proposed for the "E" Career Service? (For example, one proposed function of the "E" Career Service Panel is to recommend three nominees to fill vacancies. Would this also be the case with an IC Career Service?)

f. Much mention was made at Friday's meeting about "temporary" promotions for "E" careerists. Certainly the statement signed by ICS secretaries at the time of their promotions did not indicate that those promotions were "temporary" but that, if there was difficulty in job placement when leaving the staff, a downgrading may have to be accepted. In the future will promotions for non-IC Careerists be considered temporary no matter the circumstances of leaving the staff? Or, will promotions only be considered temporary if the "E" Career Service has difficulty placing secretaries in other assignments?

g. Will there be "IC Career Service Only" vacancy notices thereby establishing a preference in the selection of a qualified candidate for a vacancy to IC Career Service secretaries?

h. Apparently, the "E" Career Service foresees getting away from issuing vacancy notices. Is this an actual proposal and will the other Agency directorates be following suit?

3. For well over a year "ICS permanent cadre" is a term that has been used regarding the employment status of certain personnel. As you can see from some of the above questions, there is confusion about what exactly is meant by "permanent cadre." In light of the personnel management decisions being made in the near future, it is important that terminology be well defined and all questions answered. Additionally, I suggest the following:

a. The proposed policy and procedures for the "E" Career Service noted by you at Friday's meeting (although in draft) be disseminated to ICS secretaries. Whereas it is necessary to have the above paragraph 2 questions on the IC Career Service answered, it is equally important to have a clear view of the proposals involving the "E" Career Service.

b. RMS and CTS office directors be apprised of the impending secretarial personnel management decisions and the specific impact those decisions will have on their hiring and promoting prerogatives.

4. Informally, I believe the feeling among the ICS secretaries is to remain with the "E" Career Service even with its modifications. However, the very establishment of an IC Career Service (meaning permanent cadre) will affect promotion and reassignment opportunities for "E" Careerists. Throughout the Agency the "E" Career Service has been traditionally viewed as the "top rung" on the secretarial ladder. I would venture that most of the secretaries on the IC Staff came to their assignments with good skills, ambition, enthusiasm and a sense of accomplishment at attaining such status. In effect, it appears that should there be an IC Career Service not entirely equal to others in the Agency, the IC Staff secretaries will lose the job and promotion security generally enjoyed by other CIA careerists no matter which career service an individual chooses. Consequently, it is unfair to expect the secretaries to make confident decisions without additional information and guidance.

5. I applaud efforts to further the interests of both management and personnel. However, when secretaries may be asked to make a choice between one plan that is only in draft form and another that is not even outlined on paper, the interests of management and personnel will not be served.

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CTS/Office of SIGINT Tasking

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cc: [Redacted]